SETTING UP ELECTRONIC CHECK RECONCILIATION
(AP-ADM-5)

MAY 1999

VERSION (2.0)

TABLE OF CONTENTS

SETTING UP ELECTRONIC CHECK RECONCILIATION

OVERVIEW

MUNIS provides the capability to import check information from the client's bank for use in automatic reconciliation of both Accounts Payable and Payroll checks. This document provides the instructions to set up electronic check reconciliation for both the Payroll and Accounts Payable module.

Checklist for Electronic Check Reconciliation

☐   1. Contact your district's bank to ensure they can output a file of the district's checks. If they have this capability, send the information packet in ***Appendix A*** to the bank for them to provide specific information about their file layout.

☐   2. If your bank's file layout does not match an existing MUNIS file format, contact the DAS Training Center. DAS staff will create a new format code if necessary.

NOTE: ***Before contacting DAS, have all the information from step 1 available.***

☐   3. Using the sample file provided by your district's bank (requested in step 1), test the process on your district's MUNIS test system.

NOTE: ***If DAS created a new file format code for your bank's file, notify DAS that your test was successful. DAS staff will request that MUNIS assign a permanent format code for your file format.***

Contacting Your Bank

Not every bank can produce an electronic check reconciliation file. Therefore, the first step required to implement electronic check reconciliation is to contact your district's bank to ensure that they can produce an electronic file of canceled checks.

Once you have established that your bank can produce an electronic check reconciliation file, you must obtain specific information from the bank about the bank's file format. Attached as ***Appendix A*** are three documents that can be submitted to your bank to obtain the necessary information.

1. A memorandum that informs the bank of MUNIS file layout requirements and provides instructions for submitting bank file layout information.

NOTE: ***The memorandum should be copied to district letterhead with the appropriate address information and submitted to the bank.***

2. A *Bank File Layout Form* for the bank to complete which includes the following information:

      a) The bank's contact person and their phone number.

      b) Their bank file media type and transmission method.

      c) The number assigned to the MUNIS check reconciliation import file layout that matches the bank's file format.

      d) File layout information for important fields from the bank's file. This information needs to be provided only if there is no existing MUNIS check reconciliation import file that matches the bank's file format.

      e) A district contact name and phone number. Complete this section before sending the form to the bank.

3. The *Listing of MUNIS Check Reconciliation Import File Layouts* which provides layouts for all import files currently supported by MUNIS. Your bank should review the file layouts to identify the one that matches their bank file.

Contacting the DAS Training Center

NOTE: *This step is necessary only if your bank did not enter a File Format Number on the Bank File Layout Form returned to your district.*

Before contacting the DAS Training Center, ensure that your bank completed the **Fields:** section of the *Bank File Layout Form*. This information will be used by DAS staff to generate a new import file format code allowing MUNIS to accept your bank's check reconciliation file.

The file format code created by DAS staff is provided to your district to allow you to perform a test of the check reconciliation process using the sample file provided by your bank. When your district has successfully tested the check reconciliation process, KDE will request that MUNIS establish a permanent format code for your bank's check reconciliation file. The temporary file format code will be available to your district until the permanent code has been distributed with a MUNIS maintenance release.

NOTE: *If a permanent format code is not assigned, the next MUNIS maintenance release will erase the temporary format code and check reconciliation will no longer be available to your district.*

Testing the Process

It is critical that your district use the sample file provided by your bank to conduct a test of both payroll and accounts payable check reconciliation in the MUNIS test database. To conduct a test of the process, perform the following procedures:

1. Copy the live MUNIS database to the test directory using mucopy.

2. Reconcile payroll checks as outlined in the ***Electronically Reconciling Accounts Payable Checks (AP-PER-2)*** document in the ***Periodic Processing*** section of the ***Accounts Payable User Guide***.

3. Reconcile accounts payable checks as outlined in the ***Electronically Reconciling Payroll Checks (PR-PER-10)*** document in the ***Regular Processing*** section of the ***Payroll User Guide.***

During the testing phase, you may contact the DAS Training Center (502-573-1432) for assistance in resolving errors. Once the test has been completed successfully, all other problems should be referred to the MUNIS Help Desk at 1-800-722-4908.

APPENDIX A: Bank Information Packet

MUNIS File Layout Requirements Memorandum

This memorandum has been included on its own page to allow you to copy it to district letterhead. Also, fill in the appropriate information (to, from, date) before sending it to the bank.

MEMORANDUM

TO: [Enter the bank contact and bank name]

FROM: [Enter the district contact name]

DATE: [Mailing date]

SUBJECT: Electronic Check Reconciliation

MUNIS, the financial management system used in Kentucky school districts, supports check reconciliation programs that import an ASCII file to automatically clear MUNIS-generated checks. In preparation for implementing the MUNIS electronic check reconciliation feature in our district, we must obtain file layout information about your bank's electronic canceled check file and a sample file of canceled check information that our district can use to test this process.

Listed below are several file specifications that must be met before your file can be imported into MUNIS.

1. The following fields must exist in the file and must conform to the specified format:

Field Name	Comment
Bank Account Number	Alpha/numeric account with no blanks
Check Number	Pad with leading zeros
Date	Must be in the format MMDDYY with NO spaces
Amount	Pad with leading zeros, no decimal point

2. Only MUNIS-generated checks should appear in this file (e.g., no deposits or other transactions/checks).

3. Each check must exist as a separate record in the ASCII file. Placement of the above fields in the record and record length is not important.

4. Blocking must be set to unblocking.

5. The import file must be on a 3.5" DOS-formatted diskette. Please notify the district if you plan to transmit the data using a different media/format.

Once you have identified that your file accommodates the above specifications, please complete the information requested on the attached *Bank File Layout Form*. All file

layouts currently supported by MUNIS are included in the attached *Listing of MUNIS Check Reconciliation Import File Layouts*. If your bank's file layout matches one of the layouts in the Listing, please enter the **File Format #** in that field on the *Bank File Layout Form*. If your file layout does not conform to a file layout currently supported by MUNIS, please complete the **Fields** portion of the form, mapping the position of the fields used by MUNIS to process the electronic check reconciliation process.

Once you have completed the attached *Bank File Layout Form*, submit the form and the sample check reconciliation file to the district contact listed on the *Bank File Layout Form*. Thank you for your cooperation and assistance with this effort.

Bank File Layout Form

ELECTRONIC BANK RECONCILIATION FILE DESCRIPTION

Bank Name   _____

Bank Contact   _____

Bank Phone Number   _____

Media Type   _____

Transmission Method   _____

File Format Number   _____

     (From attached listing of available file formats.)

- The file must be ASCII.
- The record length is not important.
- Blocking must be set to unblocking.
- Areas between fields can have any characters, as MUNIS does not read them.

** COMPLETE THIS SECTION IF AN AVAILABLE FORMAT CANNOT BE USED **

FIELDS:

Account Number can be any length, but cannot have any spaces.

   Starts   _____   Ends   _____

Check Number must be 10 characters long, right-justified, zero-filled.

   Starts   _____   Ends   _____

Check Date must be in MMDDYY format, with no spaces.

   Starts   _____   Ends   _____

Amount must be 10 characters long, right-justified, zero filled, implicit decimal.

   Starts   _____   Ends   _____

************* TO BE FILLED OUT BY DISTRICT PERSONNEL **************

District Name   _____

District Contact   _____

District Phone Number   _____

Available File Formats Listing

File Format #	Description and Comments	
1	ACCT 4-13,CHK 14-23,AMT 49-58	
Field	**Start Position**	**End Position**
Account Number	4	13
Check Number	14	23
Paid Date	31	36
Amount	49	58

File Format #	Description and Comments	
2	ACCT 1-10,CHK 11-20,AMT 27-36	
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	11	20
Paid Date	21	26
Amount	27	36

File Format #	Description and Comments	
3	Shawmut/Fleet Bank - A/P Check Recon for East Hartford CT	
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	11	20
Paid Date	34	39
Amount	22	33

File Format #	Description and Comments

4	Fleet Bank	
Field	**Start Position**	**End Position**
Account Number	6	15
Check Number	16	27
Paid Date	40	45
Amount	28	39

File Format #	**Description and Comments**	
5	Bank of Boston - East Hartford P/R	
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	38	45
Paid Date	31	36
Amount	21	30

File Format #	**Description and Comments**	
6	Kenton County, Kentucky	
Field	**Start Position**	**End Position**
Account Number	6	12
Check Number	14	19
Paid Date	23	28
Amount	32	43

File Format #	**Description and Comments**	
7	Shawmut Bank - East Hartford A/P	
Field	**Start Position**	**End Position**
Account Number	2	11
Check Number	15	25
Paid Date	34	39
Amount	28	33
File Format #	**Description and Comments**	

8	First Union National Bank - Lexington N.C.	
Field	**Start Position**	**End Position**
Account Number	4	13
Check Number	14	23
Paid Date	34	39
Amount	24	33

File Format #	**Description and Comments**	
9	Lexington State Bank - Lexington N.C.	
Field	**Start Position**	**End Position**
Account Number	23	32
Check Number	33	42
Paid Date	53	58
Amount	43	52

File Format #	**Description and Comments**	
10	First Fidelity Bank, N.A. - City of Norwalk	
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	11	20
Paid Date	32	37
Amount	21	31

File Format #	**Description and Comments**	
11	Boston Bank File - AP & PR	
Field	**Start Position**	**End Position**
Account Number	4	13
Check Number	11	20
Paid Date	32	37
Amount	21	31
File Format #	**Description and Comments**	

12	Rockland Bank File	
Field	**Start Position**	**End Position**
Account Number		
Check Number	3	9
Paid Date	20	25
Amount	10	19

File Format #	**Description and Comments**	
13	Beverly Bank File - AP	
Field	**Start Position**	**End Position**
Account Number	1	16
Check Number	26	33
Paid Date	20	25
Amount	34	43

File Format #	**Description and Comments**	
14	BayBank Input File - AP	
Field	**Start Position**	**End Position**
Account Number	46	55
Check Number	2	11
Paid Date	22	27
Amount	12	21

File Format #	**Description and Comments**	
15	NatWest Bank File - AP	
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	11	19
Paid Date	29	34
Amount	20	28
File Format #	**Description and Comments**	

16	Shawmut Bank File - AP & PR	
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	11	20
Paid Date	34	39
Amount	22	33

File Format #	**Description and Comments**	
17	Key Bank File - AP	
Field	**Start Position**	**End Position**
Account Number	1	12
Check Number	13	22
Paid Date	24	29
Amount	30	39

File Format #	**Description and Comments**	
18	Northern Bank File - PR	
Field	**Start Position**	**End Position**
Account Number	5	14
Check Number	15	22
Paid Date	39	44
Amount	25	34

File Format #	**Description and Comments**
19	N.B.S.C. - Charleston County Schools -

AP Check Recon		
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	21	30
Paid Date	31	36
Amount	11	20

File Format #	Description and Comments	
20	Iredell County Schools - AP Check Recon Format	
Field	**Start Position**	**End Position**
Account Number	0	0
Check Number	1	5
Paid Date	11	16
Amount	17	28

File Format #	Description and Comments	
21	Bowling Green Bank & Trust - PR & AP Check Recon Format	
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	21	30
Paid Date	31	36
Amount	11	20

File Format #	Description and Comments
22	Fleet Bank

Field	Start Position	End Position
Account Number	34	43
Check Number	1	10
Paid Date	22	27
Amount	11	21

File Format #	Description and Comments	
24	First Citizen's Bank - Iredell Country AP & PR Check Recon.	
Field	**Start Position**	**End Position**
Account Number	29	29
Check Number	1	6
Paid Date	11	16
Amount	17	28

File Format #	Description and Comments	
25	Lumbee Guaranty Bank - Robeson Country - AP & PR Check Recon	
Field	**Start Position**	**End Position**
Account Number	7	16
Check Number	41	48
Paid Date	49	56
Amount	31	40

File Format #	Description and Comments
26	People's First Bank - Calloway County KY - PR Check Recon

Field	Start Position	End Position
Account Number	1	8
Check Number	1	8
Paid Date	29	36
Amount	16	26

File Format #	Description and Comments	
27	Tonawanda Payroll Check Recon - Bank Unknown	
Field	**Start Position**	**End Position**
Account Number	1	9
Check Number	10	16
Paid Date	17	22
Amount	23	31

File Format #	Description and Comments	
28	A/P Check Recon for Barnett Bank - City of Port St. Lucie	
Field	**Start Position**	**End Position**
Account Number	1	10
Check Number	11	20
Paid Date	37	42
Amount	21	30

File Format #	Description and Comments	
29	Beaver Dam Bank - Check Recon	
Field	**Start Position**	**End Position**

Account Number	1	9
Check Number	11	16
Paid Date	19	24
Amount	28	39

File Format #	Description and Comments	
30	Trans-Financial Bank - Check Recon	
Field	**Start Position**	**End Position**
Account Number	1	8
Check Number	20	26
Paid Date	27	32
Amount	9	19

File Format #	Description and Comments	
31	ACCT 6-15, CHK 42-49, AMT 26-35, DATE 36-41	
Field	**Start Position**	**End Position**
Account Number	6	15
Check Number	42	49
Paid Date	36	41
Amount	26	35

File Format #	Description and Comments	
32	ACCT 3-12, CHK 13-20, AMT 27-36, DATE 21-26	
Field	**Start Position**	**End Position**
Account Number	3	12
Check Number	13	20
Paid Date	21	26
Amount	27	36
File Format #	**Description and Comments**	
33	First Citizens Bank - Haywood County AP & PR Check Recon	
Field	**Start Position**	**End Position**

Account Number	29	29
Check Number	1	10
Paid Date	11	16
Amount	17	28

File Format #	Description and Comments	
34	Key Bank - AP Check Recon for Bath, ME	
Field	**Start Position**	**End Position**
Account Number	6	15
Check Number	16	25
Paid Date	36	41
Amount	26	35

File Format #	Description and Comments	
35	Chase Manhattan Bank	
Field	**Start Position**	**End Position**
Account Number	1	9
Check Number	10	19
Paid Date	37	42
Amount	20	30

File Format #	Description and Comments	
36	Wachovia Bank - Union County AP & PR Check Recon Format	
Field	**Start Position**	**End Position**
Account Number	1	10

Check Number	11	20
Paid Date	31	37
Amount	21	30

File Format #	Description and Comments	
37	First of America	
Field	**Start Position**	**End Position**
Account Number	4	13
Check Number	27	34
Paid Date	35	40
Amount	14	23

File Format #	Description and Comments	
38	Whitley County, KY	
Field	**Start Position**	**End Position**
Account Number	4	13
Check Number	14	23
Paid Date	31	36
Amount	49	58

File Format #	Description and Comments	
39	AP/PR Check Recon for Fayette County - Fifth Third Bank	
Field	**Start Position**	**End Position**
Account Number	1	8
Check Number	15	22

Paid Date	9	14
Amount	23	32